

- **Grid** – prints the borders of the individual cells as a grid. For the view on screen, make your selection under **Tools > Options > LibreOffice Calc > View > Grid lines**.
- **Comments** – prints the comments defined in the spreadsheet. Comments will be printed on a separate page, along with the corresponding cell reference.
- **Objects/Images** – includes all inserted objects (if printable) and graphics with the printed spreadsheet.
- **Charts** – prints the charts that have been inserted into your spreadsheet.
- **Drawing objects** – includes all drawing objects in the printed spreadsheet.
- **Formulas** – prints the formulas contained in the cells, instead of the results of any formulas used in the spreadsheet.
- **Zero values** – specifies that cells with a zero value are printed with a zero (0) in the cell.
- **Scale** – defines a page scale for the printed spreadsheet.
 - *Scaling mode* – select a scaling mode from the drop-down list. Appropriate controls for the scaling mode selected will be shown below the drop-down list box.
 - i) **Reduce/enlarge printout** – specifies a scaling factor to scale all printed pages. Enter the scaling factor as a percentage in the box, in the range 10% to 400%. Factors less than 100% reduce the pages, while higher factors enlarge the pages.
 - ii) **Fit print range(s) to width/height** – specifies the maximum number of pages horizontally (width) and vertically (height) on which every sheet with the current page style is to be printed.

The print ranges are always scaled proportionally, so the resulting number of pages may be less than specified. You may clear one of the boxes; then the unspecified dimension will use as many pages as necessary. If you clear both boxes, the scaling factor will be 100%.
 - iii) **Fit print range(s) on number of pages** – specifies the maximum number of pages to be printed for each sheet that uses the same page style. The scale will be reduced as necessary to fit the defined number of pages.

Headers and footers

Headers and footers are predefined pieces of text that are printed at the top or bottom of a sheet outside of the sheet area. Headers and footers are set the same way and you can have different content on left and right pages that use the same page style.

Setting headers and footers

To turn the headers or footers on in your spreadsheet:

- 1) Select the sheet where you want to turn on the header or footer.
- 2) Open the Page Style dialog using one of the following methods:
 - Select **Format > Page** on the Menu bar.
 - Go to the Styles deck of the Sidebar, right-click the relevant page style, and select **Modify** in the context menu.
 - Double-click the name of the page style in the Status Bar.
- 3) Select the *Header* (or *Footer*) tab (Figure 206). The *Header* and *Footer* tabs on the Page Style dialog are identical.
- 4) Select the **Header on** or **Footer on** option.